



Phoenix Indian Center, Inc.

4520 N. Central Avenue, Suite 250 - Phoenix, AZ 85012

Phone (602) 264-6768 Fax 602-274-7486

www.phxindcenter.org

JOB ANNOUNCEMENT

TITLE: PROJECT SPECIALIST

FUNCTIONAL AREA: Urban American Indian Parenting Project

WORK DAYS: Variable

WORK HOURS: Flexible

SALARY: \$38,000 - \$44,000 Per Annum

DUTIES:

Coordinates and facilitates parent education programming and assists in community coalition capacity building in the Phoenix urban area as contacted by the Phoenix Indian Center. Responsible for the recruitment and engagement of community members in parent training; facilitating workshops; participation in data gathering and program assessment; and completion of required documents and reports for a Random Control Test (RCT) research program. Duties also include coordinating the training of program staff; delivering the program curriculum to the specified number of participants, and increasing community capacity to effectively address targeted issues affecting urban American Indians. Will help coordinate project programming with all partner agencies and working with collaborating agencies embedding as applicable. In addition, the Project Specialist engages in activities designed to maintain an optimum level of agency cultural competency.

REQUIREMENTS:

- Bachelor's Degree or higher in human service field;
- Ability to develop professional relationships with key community representatives;
- Must be a self starter and work with minimal supervision to complete the job and grant deliverable requirements;
- Must be able to schedule, identify priorities and meet deadlines;
- Ability to motivate and engage the professional, education, social service, humanities service providers and community and youth and community members at large;
- Ability to strategize, problem solve and coordinate plan execution;
- Ability to multi task numerous responsibilities;
- Ability to communicate ideas, findings, recommendations and outcomes;
- Ability to use computer programs to effectively communicate project updates, project outputs and outcomes, data and evaluation findings, and reporting requirements;
- Knowledge of American Indian youth and family strengths and stressors within urban societies;
- Knowledge of American Indian traditions;
- Knowledge of risk and protective factors that influence the American Indian youth and families' quality of life;